

From

Director Higher Education,
Haryana, Panchkula.

To

All the Principals,
Government Colleges,
Haryana state

Subject:- On Line admissions in all Govt. Colleges for academic session 2016-17.

Memo No. 30/3-2012Co(5)

Dated :31.05.2016

Please peruse the subject cited above.

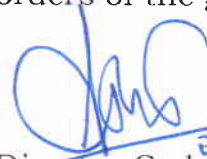
I have been directed to inform you that the government has approved the followings for the on line admissions -2016-17 as per the details given below:-

1. The on line admissions will be started **w.e.f 5th June,2016** and the last date for applying on-line will be **30.06.2016(12:00 p.m. midnight).**
2. With effect from the academic session 2016-17 the roll numbers of the students getting admission in first year of under graduate and post graduate course will be "**Auto generated**" by the system and these roll numbers will remain same for a student for the next 3 /2 years as the case may be. Roll numbers of only those systems will be generated who have successfully deposited the fee.
3. The e-challans(of SBOP- as approved for last year as well)for all the students who are to be promoted to next class can be generated by the college in advance and the validity of these e-challans **will be from 01.07.2016 to 16.07.2016. No old student has to fill up form on line** for 2016-17.
4. The applicants will fill up application form on line in the college free of cost and the college Principal will be authorized to approve 5-10 local vendors/ cyber café(s) at the approved single rate (lowest rate) as per government procedure and the rate shall not exceed by Rs. 50/form - as authorized in 2015-16 .
5. All candidates will be intimated for **all successful activities through SMS.**
6. All the Principals are authorized to have **Internet lease line(ILL)** as approved last year upto a limit of Rs. 1.5 lacs and shall also have a minimum of 5 cameras for capturing photographs- as authorized in 2015-16.
7. The fee deposit shall be as per the last year approval ,i.e., only through e-challan . **The student shall have the option to deposit fee at bank counter/on line through-Billdesk(as per last year approved rates)/free through "Power Jyoti" mode of SBOP account only.** However, the colleges may also collect fee at college counters and the same shall be deposited in the account of SBOP very next day - as authorized in 2015-16.



8. The **earned leave will be granted to all members from regular teaching & non teaching staff for the period** they have come for on line admissions during the summer vacations as per government rules as was granted last year also. The teaching faculty from "Computer Science" subject must be available from 26.06.2016 in the college for completion of processes.
9. A new feature has been added for the colleges this year. Under the report section the colleges will have the details of the fee & funds deposited by the candidate. **A print out of the report can be pasted in the cash book and the college administration is authorized the pasted copy as entry in cash book and there is no need to write cash book so as to avoid duplicity of work. The print out will be the part of cash book and will be signed by DDO.**
10. All the colleges shall ensure that the "Merit **list(s)**" shall also be **uploaded on college web site under CMS** besides pasting of merit list(s) on the notice boards.
11. It shall be mandatory for all applicants to submit the hard copy of admission form along with all required documents at college counter till 30.06.2016 (4p.m.). Verification of hard copy submitted by the applicants with all documents of academics, reservation, weightage etc. **may also be done on day to day basis, so as to avoid last time rush of work.**
12. The **Computer Instructors & Computer attendant**(For compulsory computer education) shall be available in the college **w.e.f 05.06.2016 for assistance to college administration and the remuneration will be paid as per last year norms.**
13. Each college Principal is authorized to rope in **5-10 students for assistance under " Earn While You Learn Scheme"** and the payment on per form basis **will be paid @ Rs. 15/form as per last year norms.**
14. All Principals are directed to check and verify-(i) **subjects offered by the college along with subject combinations,(ii) number of seats in each course along with the cut-off percentage for each course (iii) fee structure of each course and class, and (iv) verification of all old students those have to be promoted to next class by 10.06.2016 positively.**
15. **The total fee and fund collection will be centrally with SBOP in a current account in name of Director Higher Education, Haryana at sector-8 branch of SBOP as was done in last year. All the college principals to please send the back account detail of the bank account with SBOP to this office through e-mail**

Please ensure strict compliance of the orders of the government.



Deputy Director Cadet Corps,
for Director Higher Education,
Haryana, Panchkula